

City of Chattanooga, TN
Personnel Class Specification
CLASS CODE 0768

FLSA: Exempt

CLASSIFICATION TITLE: CITY TRAFFIC ENGINEER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform managerial work functions associated with directing the traffic engineering division, to include managing the traffic engineering program and coordinating traffic planning functions.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Directs the traffic engineering division, to include managing the traffic engineering program and coordinating traffic planning functions; organizes and prioritizes department workload.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; interviews candidates for employment and makes hiring recommendations; coordinates training activities.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Consults with director, mayor, city council, city boards, and other officials as needed to review department activities, provide recommendations, resolve problems, and receive advice/direction.

Consults with assigned staff to review work requirements, status, and problems; makes work assignments; assists with complex or problem situations; provides direction, advice, and technical expertise.

Advises Regional Planning Agency and Metropolitan Planning Organization in transportation planning process.

Communicates with other departments, attorneys, consultants, developers, contractors, engineers, architects, vendors, community organizations, professional organizations, state department of transportation, outside agencies, the public, the media, and other individuals as needed to discuss traffic problems/solutions, review traffic engineering standards/policies, coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Responds to complaints and questions related to department operations; provides information, researches problems, and initiates problem resolution.

Assigns and reviews engineering investigations of traffic conditions and recommended measures to reduce traffic accidents and delays; prepares recommendations for city council action regarding agreements for contract installation of traffic control devices, use of rights-of-way, franchises, and street abandonments.

Recommends street improvement projects and priorities for construction.

Oversees the development of plans, specifications, and cost estimates for contracted work performed by outside consultants and contractors.

Conducts field reviews of traffic engineering and road construction projects; monitors status of work in progress; inspects completed projects.

Allocates manpower, equipment, and other resources to projects that will have the greatest impact on achievement of organizational goals.

Approves temporary street closures and detours for roadway/building construction projects.

Oversees development of traffic control plans for street closures for special events such as parades, festivals, running/walking events, block parties; approves permits for such events.

Oversees review of proposed subdivision designs to ensure minimum standards are met in areas of roadway design and layout.

Prepares traffic impact studies for land use planning functions; makes applicable calculations; analyzes trends; prepares or generates reports; maintains records.

Coordinates training of law enforcement staff in traffic engineering functions and policies; coordinates training of contractors, utility companies, and other city employees in work zone traffic control practices.

Develops and implements long and short term plans and goals for the department.

Manages division budgets; prepares division budget requests for operating and capital budgets; administers approved budget and monitors expenditures.

Develops specifications for the purchase of traffic equipment and materials; approves the purchase of division equipment and supplies.

Assists city engineer with preparation of capital budget for street improvements.

Prepares news releases regarding temporary street closures, construction projects, and other items affecting the urban street system.

Compiles and/or monitors various administrative and statistical data pertaining to departmental operations; performs research as needed.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Prepares or completes various forms, reports, correspondence, lists, news releases, traffic studies, budget requests, presentation outlines, requests for proposal, safety reports, accident studies, council briefings, traffic problem request forms, grant requests, annual reports, job descriptions, performance appraisals, sketches, or other documents.

Receives various forms, reports, correspondence, traffic request forms, requisitions, vouchers, payroll forms, permits, contracts, schedules, subpoenas, job applications, designs, diagrams, architectural drawings, site plans, codes, ordinances, regulations, policies, maps, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, spreadsheet, traffic control, Internet, e-mail, or other software programs.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Testifies for court cases involving traffic engineering matters.

Attends meetings; serves on committees as needed; makes speeches or presentations.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Civil Engineering or Traffic Engineering; Master's degree strongly preferred; supplemented by six (6) to nine (9) years previous experience and/or training that includes progressively responsible work in traffic engineering and supervision; or any equivalent combination of education, training, and

experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a Tennessee Professional Engineering License. Must possess and maintain a Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as machinery, electric currents, or traffic hazards.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.